

# JOB OPPORTUNITY

Job Opportunity Bulletin:

#08-132

Final Filing Date:

February 26, 2009  
or Until Filled

Position:	Salary:	Location:
Associate Information Systems Analyst (Specialist)	\$4,619 - \$5,897	Office of Statewide Health Planning & Development Facilities Development Division 400 R Street, Suite 200 Sacramento, CA. 95811-6213

**General Statement:** Under the general supervision of the Supervisor, Health Facilities Review (HFR), and with lead direction from the District Structural Engineer, the incumbent assists in the development, implementation and maintenance of a program for reporting the seismic compliance status of healthcare facilities in the State of California. The incumbent is responsible for the analyses and reporting of information systems data. The incumbent also participates in database evaluation and planning activities, formulation of standardized policies and procedures.

**Duties:**

- Conducts analyses and reporting of the Division's information technology systems data function.
- Consults with technical experts from other Divisions and/or State Agencies as needed to integrate data from disparate databases to isolate and capture project specific data.
- Works with top management to develop standard and complex ad-hoc workload reporting requirements for regional staff.
- Represents the Division in meetings with executive staff, control agencies, other departments, other divisions, and healthcare industry representatives.
- Prepares and delivers presentations to control agencies regarding the Division's information technology systems.
- Assists in the development and implementation of a reporting program for seismic compliance.
- Writes, develops, and implements internal policies and procedures designed to ensure the integrity of the program.
- Develops and maintains procedure manuals.
- Coordinates the seismic compliance reporting module of the Division's database.
- Prepares seismic compliance survey updates for inclusion in the Division's Website.
- Serves as a representative of the Division's database at various Department meetings. Responds to inquiries regarding program requirements, procedures, and policies from internal and external organizations.
- Prepares and develops information to be incorporated in contracts. Monitors contract expenditures.

**Desirable Qualifications:**

- Good working knowledge of personal computers, including Windows XP/2000 and Microsoft Office Suite to include Word, Excel, Power Point, Access, Microsoft Project; Crystal Reports and Visio.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent writing, spelling, grammar, filing, and organization skills.
- Ability to handle multiple priorities and deadlines.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

**Who May Apply:**

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD - Facilities Development Division  
Attention: FDD Personnel (**JOB #08-132**)  
400 R Street, Suite 200  
Sacramento, CA 95811-6213

For more information contact Nancy Matsuura at (916) 440-8451.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312  
Sacramento, CA 95811-6213

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It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.